




Charging and Remissions Policy

Lead author/initiator(s):	Laura Fielding (Headteacher)
Next Review Date:	April 2024
Version No:	1
Ratified by:	Spring Meadow Infant and Nursery School Local Governing Body
Date Ratified:	April 2022
Signed :	
Review Timetable:	Bi-annually
Review:	The document should be updated bi-annually after ratification or earlier if there is any new local or national guidance, changes in process or legislation.
Purpose of Document:	To ensure that it is clear what charges could be incurred and the support available
Links to other policies	Admissions policy, Trips and Visits policy
Impact on; Safeguarding Equality & Diversity SEND	Equality and diversity, SEND
Implementation:	This policy is available on the school website and on the staff share.
Dissemination:	The policy will be available to all staff, teaching and non-teaching, and to the wider public via the website.

Purpose

We aim to provide a broad, balanced curriculum for pupils within our care. However, it is recognised that many educationally valuable activities have been, and will continue to be, dependent on financial contributions from parents. Without that financial support the school would find it impossible to maintain the quality and breadth of educational experiences provided for pupils. However, the school will look at alternative ways of funding where possible to minimise charges.

Responsibilities

The Governors, in consultation with the Headteacher, are responsible for the implementation of the charging policy and the determination of any individual case arising from the implementation of this policy.

We will make a charge for:

- Day and part day educational visits. For visits during school time, the Headteacher will invite voluntary contributions from parents to meet the cost of the visit. Every effort will be made to keep these costs reasonable. However, where voluntary contributions are insufficient to cover the costs involved, the visit or activity may be cancelled. Pupils will not be treated differently according to whether or not their parents have made any contribution.
- Extra-curricular clubs on occasions the school may make a charge for Clubs e.g. Cookery club

Calculating charges

When charges are made for any activity, whether during or outside the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who cannot.

Remissions

In circumstances of family hardship that makes it difficult for pupils to take part in particular activities for which a charge is made, or where parents are in receipt of family credit or income support, the school will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remissions will be made by the Headteacher and will be at his complete discretion but subject to guidance, if any, by the Governing Body.

Arrangements for monitoring and evaluation

This policy will be reviewed annually by the Governors Finance Committee and may be amended as appropriate. Any eventuality not covered by this policy will be considered by the Headteacher and Governors and a decision made in line with the LA Policy of Charging.